

**Department of the Navy
Standard Procurement System
Configuration and Implementation Management Board
March 17, 1999**

Ms. Mary Jo Johnson - Performance Support Forum

1. Ms. Mary Jo Johnson thanked all members who participated in the v4.1 Lab Test at the PMO. Ms. Johnson sent via email the Upgrade Procedures for those who participated in the v4.1 Upgrade Operational Review.
2. Ms. Johnson stated that a v4.1 Upgrade test will be performed at SPAWAR Systems Center Charleston, SC on March 29th and Ms. Jan Gosnell, SPAWAR, will be the lead for this endeavor. Ms. Johnson stated that Claimants may send one person to observe the upgrade install process; although, there is not much to observe. March 29th thru March 31st, Ms. Johnson and those attending the test will work on a plan for the SPAWAR test in San Diego and a plan on how to upgrade other sites within the Navy.
3. The next PSF will be held on March 31st and transmitted via videoconference from Charleston, SC. Ms. Johnson will be in Charleston for the Upgrade test and she encouraged claimants with commands in Charleston to send a representative to attend the PSF in SPAWAR System Center Charleston.
4. V4.1.a is in Lab Testing at the PMO this week. A v4.1.a upgrade assessment will take place after the PMO acceptance of v4.1.a
5. Ms. Gosnell, briefed the CIMB members on upgrade preparations. She has developed a list of each contract and number of CLINS to give to other claimants so they can compare to their databases for similarities.
6. Ms. Dale Taylor described a vendor database that Jeff Greger developed for NAVAIR to which AMS wrote scripts to load into SPS. **ACTION: Ms. Mary Jo Johnson will follow-up to see if this can be available to the entire Navy for upgrade sites.** Mr. Greger's phone number is (616) 961-4671 and cell phone (616) 932-4671.
7. Ms. Gosnell will test interim reports the Navy received from AMS during the Charleston testing.
8. Ms. Johnson reminded all Claimants that System Administrators need to be trained before an upgrade and 3-4 functional people should be trained for a large site. AMS will be on site for all upgrades.
9. Training in Charleston, SC will follow the upgrade test. Five Upgrade classes are scheduled in Charleston for SPAWAR, but there are some openings. Those claimants interested in attending the Charleston Upgrade training classes should contact Darryn Miller (703) 322-5571.
10. System Administrator training will be available the week of March 29th in Fairfax and May 3rd in Charleston, SC. More classes will be added in April and May for System Administrators and Functional Upgrade if claimants indicate that they are ready for these courses.
11. A 3-day pilot COGNOS course will be held in Fairfax. Three to four Navy users are requested to participate. Claimants should contact Mary Jo Johnson if they are interested in attending.
12. All claimants should give training metric updates to Steve Busch by the 15th of each month. Steve Busch and Darryn Miller will be calling claimants for clarification of training metrics as "trained" + "registered" + "not registered" + "unassigned licenses" should approximately = total licenses.

13. Ms. Johnson reminded the CIMB members that 81SPS Request Forms for site surveys were still outstanding and should be completed.
14. Ms. Zea Schultz asked how do you get a site survey with technical discrepancies resolved. Ms. Johnson stated that an email should be sent to Steve Busch and cc: Ms. Johnson and they will present to AMS at the DIPR meeting each week.
15. Steve Busch, Mary Jo Johnson and Charlie Dolan will be calling claimants for their individual install wish lists in the upcoming weeks. Sites must begin to add to the paperless goal and review Y2K vulnerability.
16. Mr. Marty Richards sent instruction on how to train users for EDA. ACTION: This will be forwarded to all CIMB members.